**Candidates Night Information**

Candidates night will be Thursday, May 29 at 7 p.m. Candidates will be asked to sign in between 6:45 and 7. The event will be sponsored by the Open Forum committee (MaCCRA this year and or Residents Association) and we will meet with them soon.

The event four years ago was great fun. We decided to again use Souza March music, balloons and candidate’s name sign held over the head of the candidate as they walk around before 7 or after the presentation. The candidates will be asked to wear the appropriate blue or red name badges in addition to their own name badge. Kitty thought we could produce them in house and will check on that. We will also have to arrange for parking for the candidates.

Choose an MC and a timer.

Anne will do the publicity sending to the churches and organizations we did last time. A program with list of candidates will be printed for distribution to those in attendance.

We will need 20-25 volunteers – 18 or so to hold signs over the candidate’s heads, 2-3 to purchase balloons, and helium, and blow them up and 1-2 for the campaign literature table. We will also need signs for each office for that table so the literature will be place appropriately.

As for other candidates than the list we had today, we decided to invite the unaffiliated candidate for County Executive since he will be on the ballot. As for other candidates: the Clerk of the Circuit Court has 2 Democrats and 1 Republican running. The Judge of the Orphans Court has 4 Democrats and 1 Republican running. The Sheriff’s race has 3 Democrats.

A second letter detailing time to arrive, how long to speak, etc. will be sent later to those who have accepted our invitation.

Questions and Decisions for Candidates Night

Check-in time for candidates?

One check-in person, parking directors and all candidate designees meet to greet candidates. Time?

Candidates will be sent a parking permit which allows valet parking. Will need a meeting earlier with parking people to work out procedure.

Select candidate followers (divide up who asks who and post sign up sheet). Be sure to have some back-ups in case needed at last minute. Plan meeting a week before to instruct candidate followers. The follower greets their individual candidate, shows them where to place their literature and shows them to their seat in auditorium/lounge. (We need to assign seats) They sit behind the candidate and follow them up to the mike at their turn. Also follow them around afterwards so audience can know who they are.

Find out what duty man has set up duty that evening. Meet ahead to set up chairs for candidates & their followers, podium for MC & speakers, card table & chair for timer.

Will need two 8ft tables in front of stage for candidate’s literature.

Need a table set up in back of lounge for refreshments.

Need a timer, buzzer or stop watch for time keeper. Check to see where US flag is and whether we have a state flag. Assign somebody to this. BRA (or MaCCRA) banner should hang in front of candidates’ material or refreshments? Which?

Need a person to be responsible for balloons, music, refreshments, name tags, signs and programs. (?) will be responsible for making standards and (?) will make name signs to go on them, (red or blue for each party). What other signs are needed? (arrow to elevator, other directional signs, candidate’s material?) Need red and blue name tags for all candidates attending. Who does job?

Program: List all candidates under position running for (In red or blue). List other positions to be elected. Who will do programs?

Time to start meeting? CEO or other Mgmt. to open meeting with a welcome. He turns the podium over to MC. MC welcomes from Open Forum Committee and explains how the evening will be run. She then starts with intro of first candidate starting with County Executive positions. Moves along through all candidates.

**Information needed in next letter to candidates attending:**

Time to arrive and how long to speak. Valet parking (enclose permit) – will be met by a resident who will inform candidate of logistics. Bring materials (picture) **No** aides speaking. Give candidate name and number of somebody to call if they have questions. Make sure there is a cell phone number they can call the night of the Forum if they have problems.